

AGENCY PUBLICATIONS BOARD

22 January 1960

MEMORANDUM FOR: Board Members

SUBJECT : Topics for Next Meeting

1. Next meeting of the Board is 1100 Thursday, February 4. This memorandum is intended to let members know what is being done by the Board secretariat between meetings and to suggest the range of discussion at the next session.

2. A partial draft of the Board's staff study on "wider dissemination" is being circulated, together with a suggested outline for the study's "facts" section. If comments and corrections are received in time, a revised draft should be ready for the Board's consideration on February 4. [] of the General Counsel office is preparing notes for Para. E of the "facts" section.

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3. First meeting of the USIB ad hoc committee on intelligence publications was held January 19. Board members have received copies of the minutes and of a suggested format for submitting this agency's data to the committee. Next committee meeting will be February 2 and the subsequent one probably February 16. By February 16 the USIB committee should get around to discussing the questions of "essentiality" and "duplication" of periodical intelligence publications in order to arrive at the views requested by the President's Board memorandum. The Board should consider whether it is ready at this time to express, through the Agency representative on the USIB committee, its views concerning "essentiality" and "duplication" as regards our own periodicals.

4. Attached is a copy of a suggested form, prepared by Mr. [] for APB approval of publications. Comments are invited.

5. Standardization is a continuing agenda item, and the attention of Board members is again called to the November 19 DE/I work paper "Summary of APB Material on Format."

[]
Acting Secretary

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Attachment

APB Work Paper - 22 January 1960

APB Approval No.

REQUEST FOR APB APPROVAL OF PUBLICATION

Title of publication

Office publishing

Number of copies of each issue

Distribution (users)

Purpose served by the publication (justification)

Average number of pages per issue

Other similar publications

Has format been discussed with and approved by PSD?

Classification

Cost per issue:

compiling and editing
Clerical and typing
printing
distributing

Format:

Size _____
No. pages per issue _____
Kind and color of paper, text _____
cover _____
Color ink, text _____
cover _____

Check appropriate box:

☐ Typeset composition

☐ Typewriter composition

☐ Letterpress printing

- ☐ Photo offset printing
- ☐ Direct image plates
- ☐ Other duplicating
- ☐ Looseleaf
- ☐ Stitched or sewed

New publications would be submitted to the Board accompanied by the Request for Approval form. If approved, an approval number would be assigned by the Board. This number would appear on each printing requisition submitted for printing of the publication.

Each existing publication to be submitted to the Board, accompanied by the Request for Approval form, for approval for continuation of issuance. If approved, an approval number will be assigned by the Board. This number would appear on each printing requisition submitted for printing of the publication.

TRANSMITTAL SLIP

DATE

7 Mar 60

TO:

ROOM NO.

BUILDING

227

East

REMARKS:

FROM:

ROOM NO.

BUILDING

EXTENSION